



Rules Committee

Approved

Wednesday, January 25, 2006

3:00 p.m. to 5 p.m.

Public Health

4041 North Central Avenue, Phoenix

15th Floor, Joshua Room

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Attended: Eric Moore, Jackie Meeks, Keith Thompson, Larry Stähli, Mark Kezios, Randall Furrow

Alternates:

Excused:

Absent:

Guests: Emily Gantz McKay, Harold Phillips, Michael Bryson, John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Eric Moore called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest. Eric Moore welcomed Jackie Meeks as a new member of the Rules Committee.

Determination of quorum

Eric Moore determined that quorum was established, with six of six members present at 12:15 p.m.

Review and approval of the minutes for the December 28, 2005, meeting

MOTION: Larry Stähli moved to accept the minutes. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Committee Chair update

None.

Eric Moore
Rules Committee Chair

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MEETING MINUTES *continued*

Discussion with HRSA Technical Consultant

The committee discussed the future tasks and responsibilities of the Rules Committee with the HRSA Technical Consultant Emily Gantz McKay. Committees have responsibilities emerging that are not reflected in the recently revised Bylaws: Allocations will manage Priority Setting and Resource Allocation, Standards will oversee the design and evaluation of the continuum of care, and Community Planning & Assessment will monitor the comprehensive plan. Keith Thompson explained how roles will be defined in each committee's policies and procedures, which will be reviewed by the Rules Committee. Emily Gantz McKay said they should be added to the Bylaws in the next revision.

Emily Gantz McKay also recommended that a summary description be crafted outlining the role of each committee in a consistent, concise format. The annual calendars should be integrated with the Administrative Agent's calendar to assure that tasks occur when necessary. Terms of service should be extended beyond any limit 'until a successor is found' to avoid membership gaps. Since you do not want a Council where there is no opportunity for change, term limits should be reconsidered for inclusion in the Bylaws to encourage fresh ideas. A code of conduct should be created to establish how members interact: it would identify the course of action when complaints are made. A statement of confidentiality should be created for each member to promise not to reveal the personal matters of other members' sexual orientation, health issues, HIV status, or financial status. Membership Committee Chair Randall Furrow would address confidentiality in a short presentation to the Council while recruiting a new Positive Community Representative for the Executive Committee. Confirmation that a provider acknowledges their representative on the Council should occur through Planning Council Support (PCS) contacting senior management at the service agency. Suspected changes in a member's category of representation (or conflicts) should be brought to the attention of PCS, who will investigate the allegation. The learning process for new members is accelerated when all the policies are written down, and it fosters an open Council that seems fair.

Review of members' conflicts of interest

The committee reviewed the recently completed declarations of each member's conflicts of interest to identify any questions regarding members' affiliations with Title I service providers. A list was created identifying each member's category of representation, their affiliations with services, and their associated conflicts of interest in service categories. A list was made for each alternate as well. Most categories of HRSA mandates were not listed, since the committee's task is to identify where personal gain may occur through a member's decisions. The Membership Committee is charged with ensuring that the Council is reflective of the epidemic in Pinal and Maricopa Counties.

The committee agreed that all affiliations with service organizations should be identified even if conflicts do not currently exist to assist in identifying conflicts in the future, and to limit membership to one member per institution or service provider.

MEETING MINUTES *continued*

Our EMA's requirement that members declare conflicts with providers with whom they are seeking employment is not a HRSA requirement; it is stricter.

The committee restated the policy on subcontractors' eligibility for membership. For example, the contractor for Food Services does not provide the service. Instead, they subcontract the service through four independent agencies. Each of the five agencies is eligible to join should a service provider membership be available without duplicate representation, although you should not over-represent the category.

Alternates must be from the same category of representation.

Positive Community Representatives *must* be General Public Members or Institutional Members, so if their category changes to service provider, they must resign.

An explanation of *why* the conflicts exist should be added so that the form is more easily understood, especially with the new clause for relatives.

Voluntary organizations with no legal status, that is they are not incorporated, should not be counted as "institutions" when determining membership limits.

PCS will contact Carol Williams and Fran Garrett for clarification of their conflicts. They will also contact those who have not completed the form to complete the draft of the conflicts list for review at the next Rules Meeting.

Current events summaries

Eric Moore reported the Aunt Rita's Foundation has distributed over \$12,000 raised for HIV care through their recent fundraiser.

Call to the public

None.

Adjourn

The meeting adjourned at 4:47 p.m.

The next meeting of this committee is scheduled for: Wednesday, February 22, 2006. This committee generally meets on the fourth Wednesday of each month.

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.